



3-Quote Buys

For purchases between \$10,000 - \$50,000 you must ask for quotes from at least three (3) companies.

When possible, ask for quotes from certified small businesses.

- ▶ search certified small businesses at kingcounty.gov/bdcc

How do I get 3 quotes?

- Use the NEW standardized template includes terms & conditions
- Always buy from the lowest responsive bidder comparing “apples-to-apples”
- Pay with your P-Card, if possible or requisition a Purchase Order

Learn More

Procurement 101 Training
1st Wednesday every month
FREE

Talk to the Experts

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